

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 445-1942
(916) 322-2911

**IMPORTANT MESSAGE TO THE PROSPECTIVE APPLICANT****CERTIFICATION APPLICATION INSTRUCTIONS**

This application package contains the materials necessary to apply for a certification of an alcohol and/or other drug program with the Department of Alcohol and Drug Programs. It is vital that you carefully read each component (including the *Alcohol and/or Other Drug Program Certification Standards*) before beginning to fill out the application. Answer each question in the application, and submit only the documentation requested/required. An incomplete application results in a delay in the application process.

If, after you have totally read the entire application package, you determine that you would like technical assistance or training with certain portions of the license application process, you may request assistance without charge to you from the Department's consulting agencies.

In Northern California

Ms. Patricia Patterson
California Association of Addiction
Recovery Resources
P.O. Box 214127
Sacramento, CA 95821
(916) 338-9460
patricia@caarr.org

In Southern California

Ms. Margaret Edwards
Social Model Recovery Systems, Inc.
250 East Rowland Street
Covina, CA 91723
1-800-678-7644 or (626) 332-3145, Ext. 1
margarete@socialmodel.com
www.socialmodel.com

Included in This Package Are:

- A copy of the Alcohol and/or Other Drug Program Certification Standards
- A Certification Application Booklet, Form ADP 5085-C.
- Zoning Approval and Fire Clearance Forms.
- Application Supplement – For Sole Proprietors Only.
- A Health Questionnaire
- Data Report Requirements (Facilities and Programs), Addendum to Licensing and Certification Applications

Certification is voluntary for all programs. Many programs consider certification advantageous in gaining the confidence of potential residents, insurance companies, and other third-party payors, as it signifies that a program meets minimal levels of service quality. Currently, there is no charge for the certification. If you have any questions regarding the alcohol and/or other drug certification process, or need assistance with your fire clearance, please call (916) 322-2911, and ask to speak to the Officer of the Day in the Residential and Outpatient Programs Compliance Branch.